



## The City of Tempe is seeking a Deputy Court Administrator

\$84,416 — \$113,961

### Position Information

The Deputy Court Administrator will plan, organize and supervise the non-judicial operations of the Court; perform a variety of complex tasks related to court administration to include court and financial services, case flow and records management, staffing and facilities; and provide responsible administrative support to the Court Administrator in areas such as policy development and implementation, regulatory compliance, budget administration, technology, court security and procurement. This position receives general direction from the Court Administrator or Presiding Judge, and exercises direct supervision over non-judicial supervisory, technical and clerical staff.

### Qualifications

#### Minimum Qualifications:

##### Work Experience:

Four years of increasingly responsible management experience in the operation of a Court, including a minimum of three years at the supervisory level.

##### Education:

Requires a bachelor's degree from an accredited college or university with major coursework in court administration, criminal justice, public administration or degree related to the core functions of this position is required. A master's degree and/or ICM Fellowship designation is preferred.

**Opening Date: September 17, 2020**

**First Review: October 9, 2020**

Open until the needs of the City are met. This position may close at any time.

### Selection Criteria

Applicants whose experience and training most closely meet the needs of the Tempe Municipal Court may be selected to move forward in the process. Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued city employment.

### How to Apply

Applicants are required to submit an application, cover letter and resume in addition to responding to all supplemental questions.

To apply: [Tempe.gov/jobs](https://tempe.gov/jobs)

Questions: Adrienne Ward, Human Resources Analyst,  
480-858-2157 / [Adrienne\\_Ward@tempe.gov](mailto:Adrienne_Ward@tempe.gov)

### Benefits:

- **Minimum of 14 paid vacation days per year** (*minimum of 9.33 hrs accrued each month depending upon service time*)
- **56 hours of exempt leave** (*provided at the beginning of each calendar year; may be prorated the first year*)
- **12 paid sick leave days per year** (*8 hrs accrued each month*)
- **12 paid holidays per year**
- **Health, dental, life, and vision care coverage plans offered**
- **Up to \$6,000 per year tuition reimbursement**
- **Arizona State Retirement System (ASRS)**
- **Downtown garage parking**